JOB DESCRIPTION

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| Job Title | Assistant Planning Officer | Post Number | Various |
| Grade | 5 | Service Area | Development Management - Planning and Infrastructure |
| Special Conditions | * Available for occasional attendance at evening meetings * Ability to undertake site visits which may involve activities such as climbing ladders/operating in confined spaces. * Driving licence and use of a car for business or fully mobile with access to transport * Politically restricted post | Additional Benefits | StandardCasual User  mileage rate, travel &  subsistence, payment of  relevant professional  fees (limited to one  subscription per annum) |
| Authorised by | Director of Planning and Infrastructure | Date | April 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To deal with the processing of planning and other planning related applications of a relatively straight forward nature, general planning enquiries, consultations, report writing, handling of related appeals and to assist in the management of development including planning enforcement. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Senior Planning Officer (Householder Applications Manager) |
| The postholder manages \supervises: | N/A |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
| 1 | The post holder will be responsible for the processing of planning and other planning related applications at the direction of the Development Managers. This will include; site appraisals, research, negotiations, report writing, presentation at planning committee occasionally and appeal work. Related work will include answering related correspondence, and providing advice on the telephone, by email and face to face. |
| 2 | To positively and proactively respond to pre-planning application approaches from prospective developers and their agents, to provide appropriate high quality advice and guidance on matters of development management, planning policy implementation and design issues, and to negotiate with statutory consultees and other stakeholders as appropriate. |
| 3 | To liaise with and advise ward councillors on pre-application advice requests from developers, planning applications and associated community involvement, maintaining confidentiality where necessary. |
| 4 | To prepare appeal statements and other written submissions and present the Council’s case at Hearings and Examinations in Public. For both Section 78 and Enforcement appeals, if required, to attend accompanied appeal site visits and deal with general correspondence arising from those appeals. Liaison with the Council’s Solicitors as necessary. |
| 5 | To negotiate and liaise with developers, agents, landowners and statutory consultees on planning matters and where necessary, advise on alternative solutions to achieve planning policy compliant, sustainable development. To also negotiate developer contributions to ensure necessary infrastructure improvements are secured when granting planning permission. |
| 6 | To liaise with other officers of the council, as appropriate, in association with development management, planning policy formulation and implementation and other related planning matters. |
| 7 | To provide reports and recommendations for consultations on planning matters from the Government departments and other agencies on behalf of the Head of Development Management and/or Director of Planning and Infrastructure. |
| 8 | To contribute to the preparation of supplementary planning guidance, including Supplementary Planning Documents, Design Concept Statements, Advice Notes and Sustainability Appraisals. |
| 9 | To secure Extension of Time requests where these are necessary to help manage the council’s development management performance on planning applications. |
| 10 | To attend public meetings and represent the Council as required. |
| 11 | To respond to telephone calls, emails and written correspondence in accordance with agreed procedures. |
| 12 | When necessary to assist in the enforcement of planning control in association with the Planning Enforcement Team Leader. |
| 13 | The post holder will be responsible for ensuring that the advice given to applicants, members of the public and elected members and all other service users is of the highest quality. |
| 14 | The post holder will be expected to stay up to date with changes made to planning and related legislation. |
| 15 | To undertake such other duties appropriate to the post and grade as may be assigned from time to time. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Good standard of education. | E |  |
| Student or Licentiate membership of the RTPI. |  | D |
| MRTPI (Full or student member) |  | D |
| Evidence of Continuous Professional Development |  | D |
| Planning or related degree |  | D |

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| Experience | Essential | Desirable |
| Working in a team | E |  |
| Project management/ report writing | E |  |
| Experience of development control within a district planning authority |  | D |
| Appeal (written representations and hearings) experience |  | D |
| Varied development control caseload experience |  | D |
| Experience of rural / urban planning issues |  | D |
| Customer service experience |  | D |

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| Skills Required | Essential | Desirable |
| Excellent oral and written communication. | E |  |
| Ability to work under pressure and organise own case load under supervision | E |  |
| Ability to understand, interpret and implement planning policy. | E |  |
| Good Interpersonal / team work skills | E |  |
| Good time-keeping / time management | E |  |
| Strong customer service orientation | E |  |
| Basic knowledge of planning legislation. | E |  |
| Basic knowledge of planning policy and regulation implementation | E |  |
| IT literate (windows environment). | E |  |
| Knowledge of planning law and practice | E |  |
| Ability to negotiate successful outcomes. | E |  |
| Appreciation of design issues |  | D |
| Ability to understand, interpret and apply complex planning policy. |  | D |
| Development Control IT systems |  | D |
| Advanced knowledge of complex planning policy implementation |  | D |
| Advanced knowledge of planning legislation and key caselaw. |  | D |

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| Behaviours | Essential | Desirable |
| Adaptable and flexible approach. | E |  |
| Ability to work on own initiative. | E |  |
| Commitment to performance improvement | E |  |
| Act in an efficient and professional manner at all times. | E |  |
| Have a flexible approach to the work required to be undertaken, to assist other staff and ensure that the administrative needs of the Council are met. | E |  |
| Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.